

Emergency Evacuation and Exits

- Familiarize yourself with the emergency evacuation exits and routes. A poster must be displayed.
- Learn the emergency procedures for spills when you work around chemicals.

Confined Spaces

- Working in a confined space is prohibited for youth under 16.
- Most confined spaces are tanks, pits, or tightly enclosed crawl ways but there are many other types.
- Hazardous gases can become trapped in these spaces. Also, by working in these spaces, you can use up all the oxygen in them.
- Do not enter any confined spaces at any time!

Your Rights & Responsibilities

If you have an accident, you are covered by Workers' Compensation. All medical bills should be covered by Workers' Compensation Insurance.

If you notice unsafe conditions in your workplace, report them to your employer. Discuss what can be done to correct the situation. We can help!

Missouri Department of Labor and
Industrial Relations
DIVISION OF LABOR STANDARDS
P.O. Box 449
Jefferson City, MO 65102
573-751-3403
E-Mail: laborstandards@dolir.mo.gov
www.dolir.mo.gov/lr

Federal Wage and Hour
Kansas City area 913-551-5721
St. Louis area 314-539-2706

Relay Missouri Service
Voice User Calling A
Hearing/Speech Impaired User
800-735-2466
Hearing/Speech Impaired User
Calling A Voice User
800-735-2966

Employment of youth under the age of sixteen in any occupation considered to be door-to-door sales, or in any other kind of "street-occupation", is prohibited. The prohibition does not apply to charitable entities (church, school, scouts, etc.).

Many of Missouri's children are exploited for monetary gain. If you or someone you know is involved in youth peddling or door-to-door sales, please protect them by contacting the Division of Labor Standards. Ask if the employer is operating legally, or for a list of guidelines to follow to protect youth involved in these activities.

Safety at Work



for Young Workers



First Aid/Emergencies

- First aid kit should be available in work area.
- You should not respond to incidents unless you are trained in first aid.
- Know who the designated emergency responder is in your work area.
- Be sure to report any injury, regardless how minor, at the time it happens.
- Know the emergency exits.
- Make sure emergency routes are posted.

Burns

- Cooking is a prohibited occupation for youth under 16.
- Beware of hot surfaces.
- In case of a fire, make sure you know how to use a fire extinguisher. For large fires, leave it to the professionals.
- Burn first aid: Immerse or cover burned area with cold water.



Cuts

- If you do receive a cut, receive first aid first. Then, make sure all surfaces where blood may have spilled are properly cleaned to protect you and others from blood-borne diseases.

Eye & Ear Protection

- Work requiring Personal Protective Equipment (PPE) is prohibited for youth under 16. However, you should feel free to ask your employer for the below protection if you feel more comfortable working with it on.
- Wear safety glasses to protect your eyes against liquid splashes or flying debris.
- Wear hearing protection when exposed to loud noises.

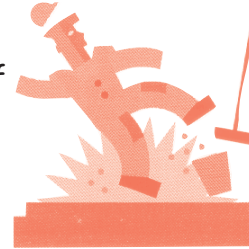


Clothing

- Don't wear loose clothing or dangling jewelry that can get caught. Keep long hair restrained.
- Wear enclosed shoes. Protect your feet from such things as falling dishes, hot liquids, grease or garbage.
- Clothing should be appropriate to the job and work environment, such as exposure to sun, poison ivy, walk-in refrigerators, etc.

Chemicals

- Working with toxic chemicals or chemicals that require use of Personal Protective Equipment (PPE) is prohibited for youth under 16. Typical household products such as dish soap and mild cleaners are allowed if used properly.
- Be aware of special precautions in case of a spill.
- You have the right to see the Material Safety Data Sheets which describe the hazards of any cleaners you use. These must be available in our workplace.



Slips, Trips and Falls

- Use of ladders and scaffolding are prohibited for youth under 16.
- Floors should be kept clean and free of spills, oils and debris.
- Electrical cords and other objects should not be allowed to extend across a walkway.
- While mopping, make sure signs are placed to adequately warn others of the danger of wet surfaces.

Electrical Shock Hazards

- Electricity and water do not mix. Never use electrical devices when standing in water.

Machine Operations

- Use of power driven machinery, except some lawn & garden machinery in certain instances, is prohibited for youth under 16.
- Equipment or tools should not be used without proper guards.

Manual Lifting

Use proper lifting techniques:

- Let your abdomen, legs and buttocks do the work.
- Get closer to the load. Grab the load safely with your hands placed under the object.
- Bend your knees, with feet slightly spread for balance and stability.
- Keep your head, shoulders and hips in a straight line as you lift. Do not twist. Turn your entire body, including your feet.

Some important pointers:

- Never lift from a sitting position. Sitting puts more pressure on the spine. Stand before you lift.
- Push rather than pull a load.
- When the object is too heavy for you to lift alone - admit it - then get some help.

Violence in the Workplace

- If you're working in the evening, keep doors locked, if possible.
- Never work alone.
- If there is a robbery attempt, don't be a HERO! Never argue or struggle with the perpetrators.

Unsafe Conditions

- Report any unsafe conditions or equipment to your supervisor.

If unsafe conditions persist in your work environment, you have the right to report the condition to OSHA.

OSHA

Kansas City area 800-892-2674
St. Louis area 800-392-7743